



CITY of CALABASAS

LIBRARY COMMISSION AGENDA REPORT

DATE: APRIL 21, 2022

TO: HONORABLE COMMISSION MEMBERS

FROM: RON AHLERS, CHIEF FINANCIAL OFFICER *RA*

SUBJECT: FINANCIAL HISTORY AND BUDGET FOR LIBRARY FUND (FUND 28)
AND LIBRARY REPLACEMENT FUND (FUND 48)

MEETING DATE: MAY 2, 2022

SUMMARY RECOMMENDATION:

Staff is presenting the financial history of the Library Fund (28) and Library Replacement Fund (48) along with the current year budget, FY 2021-22, and year-to-date actuals for the Library Commission to discuss.

BACKGROUND:

The Library Commission has requested a status report on the budget for the Library Fund of the City.

DISCUSSION:

Attached are two reports. The first report is four pages in length and depicts the past twenty year financial history of the Library Fund. The Library Fund has about \$2.6 million in cash. Annual revenues are about \$2.7 million with operating expenses of about \$2.7 million. The debt service of the Library Fund is very large at \$780,000 annually. This is one-third of the operating expenses of the fund. The debt will be paid off in 2041, which is 19 years from today.

The second report is one page and shows the Library Replacement fund. This fund has about \$1 million in cash. This fund is for the replacement and repair of major infrastructure of the Library building. City staff will be transferring \$250,000 annually from the Library Fund into this fund for the foreseeable future.

FISCAL IMPACT/SOURCE OF FUNDING:

None.

REQUESTED ACTION:

None. This report is for discussion only.

ATTACHMENTS:

None.

CITY of CALABASAS
LIBRARY FUND

Fund 28

4/21/2022

	2011-12 Actuals	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Actuals	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Budget	2021-22 Actual
ASSETS												
0101-00 CASH	116,730	(103,536)	9,599	259,035	786,236	1,224,952	1,725,064	2,049,683	2,251,403	2,624,688	2,702,960	2,580,442
0103-00 Petty Cash												
0105-00 FMV Adjustment				(2,999)								
0120-00 Accounts Receivable	159,111	70,185	17,872	28,339	21,993	126,326	68,094	107,071	136,995	64,199	64,199	64,199
0125-00 Interest Receivable	239	41	(48)	239	820	1,789	5,056	9,280	5,734	1,290	1,290	1,290
0130-00 Employee Computer Loan Program		999	257			362	455			50	50	50
0140-00 Pre-paid Expenditures												
TOTAL ASSETS	\$ 276,080	(\$ 32,311)	\$ 27,680	\$ 284,614	\$ 809,049	\$ 1,353,429	\$ 1,798,669	\$ 2,166,034	\$ 2,394,132	\$ 2,690,227	\$ 2,768,499	\$ 2,645,981
LIABILITIES												
0201-00 Accounts Payable	38,629	20,127	15,483	18,771	23,750	25,272	23,814	33,058	34,226	19,397	19,397	19,397
0211-00 Accrued Payroll	14,795	14,912	17,514	20,406	31,777	32,397	33,419	40,512	36,172	44,331	44,331	44,331
0211-10 Deferred Comp Payable ICM/	3,552	1,237			(450)	393	1,179	4,956	3,951	3,130	3,130	3,130
0211-12 Deferred Comp Payable PARS										(197)	(197)	(197)
0211-30 Employee PERS Payable						101	77	34	259	(70)	(70)	(70)
0211-40 Health Care FSA	1,000	391	1,135	178	274	1,199	2,499	3,819	4,839	4,959	4,959	4,959
0211-99 Miscellaneous Payroll Payable	56				53	108	162	216				
0225-00 Library Golf Classic Tournament												
TOTAL LIABILITIES	\$ 58,032	\$ 36,667	\$ 34,132	\$ 39,355	\$ 55,404	\$ 59,470	\$ 61,150	\$ 82,595	\$ 79,447	\$ 71,550	\$ 71,550	\$ 71,550
EQUITIES												
0310-00 Fund Balance	218,048	(68,978)	(6,452)	245,259	753,645	1,293,959	1,737,519	2,083,439	2,314,685	2,618,677	2,696,949	2,574,431
TOTAL EQUITIES	\$ 218,048	(\$ 68,978)	(\$ 6,452)	\$ 245,259	\$ 753,645	\$ 1,293,959	\$ 1,737,519	\$ 2,083,439	\$ 2,314,685	\$ 2,618,677	\$ 2,696,949	\$ 2,574,431

CITY of CALABASAS
LIBRARY FUND
Fund 28

4/21/2022

	2011-12 Actuals	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Actuals	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Budget	2021-22 Actual
REVENUES												
4010-00 Property Tax	1,402,739	1,532,330	1,607,992	1,789,670	1,847,703	1,986,946	1,916,165	2,112,320	2,146,056	2,123,946	2,200,000	1,206,473
4010-01 Property Tax Unsecured	112,045									21,795	8,000	73,834
4010-03 Property Tax Supplemental										55,302	24,000	30,370
4010-04 Property Tax Redemption										37,634	29,000	22,534
4010-05 Property Tax Refunds										(23,336)	(17,000)	(15,830)
4010-06 Property Tax Home Owners Exemption										10,219	5,000	5,021
4010-07 Property Tax Penalty										7,887	5,000	5,387
4250-00 Library Fines & Recovery	32,320	31,995	36,683	28,423	26,962	22,941	21,244	49,341	13,286	1,508	19,000	5,077
4320-00 State Library Grant	7,228	161			18,000		4,006		7,187	5,000	12,000	15,105
4321-00 Hidden Hills Library Funds			245,892	294,100	315,117	335,108	362,768	382,033	437,332	441,579	450,000	295,665
4410-00 Interest Income	13,931		(4,572)	(1,185)		4,493	14,938	31,282	35,275	7,757	24,700	1,631
4411-00 Change in FMV		(2,628)		(4,161)	7,641							
4420-00 Miscellaneous Revenue		2,023	44		455				12,288	9		
4466-00 Donations	40											
4467-01 Copy Machine	467	377	553	124	12	269		376				
4900-10 Transfer In General Fund				4,353	3,998	1,864	3,747		6,178		3,000	-0-
4940-00 Transfer In General Fund												
4998-00 Transfer in Other Funds	1,941											
TOTAL REVENUES	\$ 1,570,711	\$ 1,564,258	\$ 1,886,592	\$ 2,111,324	\$ 2,219,888	\$ 2,351,621	\$ 2,322,868	\$ 2,575,352	\$ 2,657,602	\$ 2,689,300	\$ 2,762,700	\$ 1,645,267
EXPENDITURES												
Salaries and Benefits	932,085	961,554	872,451	897,538	928,372	981,998	1,018,384	1,091,835	991,243	952,106	1,107,828	767,206
Contractual Services	28,962	5,005	2,768	2,000	1,592	2,743	2,955	2,950	2,739	1,695	4,000	4,709
Operations	322,239	246,638	295,990	309,445	324,480	298,971	333,306	297,310	346,895	359,810	456,300	319,897
Capital Outlay	94,549	31,622	45,083	47,089	52,191	56,438	56,100	57,215	57,571	43,223	89,300	33,512
Debt Service	607,074	606,465	607,774	605,865	404,867	471,157	468,563	780,122	777,908	778,474	777,000	564,189
Transfers	500,000								250,000	250,000	250,000	
TOTAL EXPENDITURES	\$ 2,484,909	\$ 1,851,284	\$ 1,824,066	\$ 1,861,937	\$ 1,711,502	\$ 1,811,307	\$ 1,879,308	\$ 2,229,432	\$ 2,426,356	\$ 2,385,308	\$ 2,684,428	\$ 1,689,513
SURPLUS or (DEFICIT)	(\$ 914,198)	(\$ 287,026)	\$ 62,526	\$ 249,387	\$ 508,386	\$ 540,314	\$ 443,560	\$ 345,920	\$ 231,246	\$ 303,992	\$ 78,272	(\$ 44,246)
BEGINNING FUND BALANCE	\$ 1,132,246	\$ 218,048	(\$ 68,978)	(\$ 6,452)	\$ 245,259	\$ 753,645	\$ 1,293,959	\$ 1,737,519	\$ 2,083,439	\$ 2,314,685	\$ 2,618,677	\$ 2,618,677
Prior Period Adjustment				\$ 2,324								
ENDING FUND BALANCE	\$ 218,048	(\$ 68,978)	(\$ 6,452)	\$ 245,259	\$ 753,645	\$ 1,293,959	\$ 1,737,519	\$ 2,083,439	\$ 2,314,685	\$ 2,618,677	\$ 2,696,949	\$ 2,574,431

0
EXPENDITURES

Account Code	Description	2007-08 Actuals	2008-09 Actuals	2009-10 Actuals	2010-11 Actuals	2011-12 Actuals	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Actuals	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2021-22 Budget	2021-22 Actual
5240-05	Utilities - Broadband											5,997	17,106	17,590	12,942	20,000	4,465
5252-83	General Landscape Maintenance															200	
5266-00	Audio & Video Purchases																
5267-00	Library Book Purchases						20,293										
5268-00	Magazines Newspprs Periodicals	5,020	6,879	8,365	6,797	6,202	6,693	8,939	6,085	6,074	6,374	6,768	7,264	9,088	6,944	8,000	6,500
5268-01	eBooks - Calabasas									57		3,733		144			
5268-02	eBooks-Hidden Hills-LVUSD							63,877	76,927	75,922	106,672	123,257	127,416	142,012	134,970	195,000	127,354
5266-03	Zip Books ~ State Grant																121
5270-00	Business Meeting & Conference	1,607	2,808	2,038		77	347		43		1,407	1,972	3,285	153	487	3,000	
5285-00	Training				110				92	619		165		1,020		2,000	
5416-00	Miscellaneous Expenditure	633	3,571	388	414	1,216	732	802	977	1,122	390	138	169	806	425		269
5456-01	LEED Gold Status			30,079													
5500-01	Security			3,020	2,722	2,335	2,550	2,550	2,550	2,360	4,746	2,964	4,382	5,743	24,680	25,000	18,785
5542-00	Grant Projects									17,866	166						
5868-01	eBooks Calabasas																
5868-02	eBooks - Hidden Hills - LVUSD																
6502-56	Klein Teen Scene																
TOTAL OPERATIONS		\$ 555,877	\$ 349,783	\$ 305,233	\$ 214,937	\$ 322,239	\$ 246,638	\$ 295,990	\$ 309,445	\$ 324,480	\$ 298,971	\$ 333,306	\$ 297,310	\$ 346,895	\$ 359,810	\$ 456,300	\$ 319,897
<u>CAPITAL OUTLAY</u>																	
6500-00	Capital Outlay		14,128	13,608	9,371				253	1,012	4,008	3,909	5,063	8,139	5,503	35,000	5,350
6500-99	Handyman Services-Capital		797	160													
6501-00	Capital Improvements	66,262															
6528-00	Library Collection Development	99,894	135,948	93,870	98,684	94,549	31,622	45,083	46,836	51,179	52,430	52,191	52,152	49,432	37,720	54,300	28,162
TOTAL CAPITAL OUTLAY		\$ 166,156	\$ 150,873	\$ 107,638	\$ 108,055	\$ 94,549	\$ 31,622	\$ 45,083	\$ 47,089	\$ 52,191	\$ 56,438	\$ 56,100	\$ 57,215	\$ 57,571	\$ 43,223	\$ 89,300	\$ 33,512
<u>DEBT SERVICE</u>																	
9900-85	Transfer to 2006 COP						255,466	607,774	605,865	215	1,488						
9900-87	Transfer to 2015 COP									404,652	469,669	468,563	780,122	777,908	778,474	777,000	564,189
9985-00	Transfer to 2006 COP		265,800	610,960	606,165	607,074	350,999										
TOTAL DEBT SERVICE		\$ -	\$ 265,800	\$ 610,960	\$ 606,165	\$ 607,074	\$ 606,465	\$ 607,774	\$ 605,865	\$ 404,867	\$ 471,157	\$ 468,563	\$ 780,122	\$ 777,908	\$ 778,474	\$ 777,000	\$ 564,189
<u>TRANSFERS</u>																	
9940-00	Transfer to Capital																
9940-41	Transfer to Civic Center Fund																
9948-00	Transfer to Libr Capital Fund					500,000								250,000	250,000	250,000	
TOTAL TRANSFERS		\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
GRAND TOTAL		\$ 1,140,828	\$ 1,395,111	\$ 1,711,690	\$ 1,786,899	\$ 2,484,909	\$ 1,851,284	\$ 1,824,066	\$ 1,861,937	\$ 1,711,502	\$ 1,811,307	\$ 1,879,308	\$ 2,229,432	\$ 2,426,356	\$ 2,385,308	\$ 2,684,428	\$ 1,689,513

LIBRARY REPLACEMENT FUND

Fund 48

4/21/2022

	2011-12 Actuals	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Actuals	2017-18 Actuals	2018-19 Actuals	2019-20 Actuals	2020-21 Actuals	2020-21 Budget	2020-21 Actual
ASSETS												
0101-00 CASH	507,515	506,002	503,896	511,972	512,173	514,779	519,738	529,045	790,419	1,044,247	1,304,647	1,044,953
0105-00 FMV Adjustment			12,565	(5,928)								
0125-00 Interest Receivable	732	589	574	674	222	872	1,761	2,677	1,387	483	483	483
TOTAL ASSETS	\$ 508,247	\$ 506,591	\$ 517,035	\$ 506,718	\$ 512,395	\$ 515,651	\$ 521,499	\$ 531,722	\$ 791,806	\$ 1,044,730	\$ 1,305,130	\$ 1,045,436
LIABILITIES												
0201-00 Accounts Payable		12,088										
TOTAL LIABILITIES	\$ -	\$ 12,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EQUITIES												
0310-00 Fund Balance	508,247	494,503	517,035	506,718	512,395	515,651	521,499	531,722	791,806	1,044,730	1,305,130	1,045,436
TOTAL EQUITIES	\$ 508,247	\$ 494,503	\$ 517,035	\$ 506,718	\$ 512,395	\$ 515,651	\$ 521,499	\$ 531,722	\$ 791,806	\$ 1,044,730	\$ 1,305,130	\$ 1,045,436
REVENUES												
4410-00 Interest Income	8,247	6,868	9,967	8,177	8,215	3,256	5,848	10,223	10,084	2,924	10,400	706
4411-00 Change in FMV				(18,494)	5,928							
4900-28 Transfer In Library Fund	500,000								250,000	250,000	250,000	-0-
TOTAL REVENUES	\$ 508,247	\$ 6,868	\$ 9,967	(\$ 10,317)	\$ 14,143	\$ 3,256	\$ 5,848	\$ 10,223	\$ 260,084	\$ 252,924	\$ 260,400	\$ 706
EXPENDITURES												
Salaries and Benefits												
Contractual Services												
Operations												
Capital Outlay		20,612			8,466							
TOTAL EXPENDITURES	\$ -	\$ 20,612	\$ -	\$ -	\$ 8,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SURPLUS or (DEFICIT)	\$ 508,247	(\$ 13,744)	\$ 9,967	(\$ 10,317)	\$ 5,677	\$ 3,256	\$ 5,848	\$ 10,223	\$ 260,084	\$ 252,924	\$ 260,400	\$ 706
BEGINNING FUND BALANCE	\$ -	\$ 508,247	\$ 494,503	\$ 517,035	\$ 506,718	\$ 512,395	\$ 515,651	\$ 521,499	\$ 531,722	\$ 791,806	\$ 1,044,730	\$ 1,044,730
Prior Period Adjustment			\$ 12,565									
ENDING FUND BALANCE	\$ 508,247	\$ 494,503	\$ 517,035	\$ 506,718	\$ 512,395	\$ 515,651	\$ 521,499	\$ 531,722	\$ 791,806	\$ 1,044,730	\$ 1,305,130	\$ 1,045,436

LIBRARY FUND

ANNUAL TOTAL COMPENSATION COSTS

Certain Admin Staff

John Bingham	Administrative Services Manager	\$ 30,000
Rodriguez, Jorge	Facility Maintenance Technician	\$ 44,000
Rodriguez, Armando	Facility Maintenance Technician II	\$ 58,000
Robinson, Jasen	Information Systems Assistant	\$ 67,000
		<hr/>
		\$ 199,000
		<hr/> <hr/>